



DENVER FEDERAL EXECUTIVE BOARD

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MEMORANDUM TO ALL FEDERAL AGENCY LEADERS

SUBJECT: Denver Federal Executive Board Tabletop Exercise

Thank you for your support and participation in last year's Continuity of Operations (COOP) exercise (COOPeration 03). COOPeration 03 laid the groundwork for this year's tabletop exercise, COOPeration 04, which will be held Wednesday, August 11, 2004 from 8:00 a.m. – 2:00 p.m. at the John Q. Hammons Convention Center, 15500 East 40th Avenue, Denver, Colorado. This year's exercise will focus on COOP operational procedures, mission critical processes and their reconstitution. This is another opportunity to interact with other agencies in a no-fault, stress free environment to ensure our continuity of operation plans work as a coordinated unit.

This exercise is designed for participation by agency heads and COOP Coordinators/Emergency Planners. Your participation in COOP 04 will satisfy your agency/department requirements to exercise your COOP plan in accordance with Federal Preparedness Circular (FPC) 65, 66, & 67, statutes, executive orders and agency plans.

To facilitate exercise design planning, please complete the attached Letter of Intent and Continuity of Operations Preparedness Survey and return to the DFEB by fax at (303) 676-6666 or e-mail by Friday, June 11, 2004 to the following:

Larry.grandison@dfas.mil

Ken.hudson@dhs.gov

Dennis.killinger@gsa.gov

Participation is limited to three people per Department/Agency. The cost of this years exercise will be \$50.00 per participant. Exercise information will be forwarded to registrants to ensure all participants arrive with the same basic information/tools.

We look forward to your participation in COOPeration 04! If you have any questions please contact Ken Hudson, (303) 235-4658, Dennis Killinger, (303) 236-7931 ext. 225, or Larry Grandison at (303) 676-7009.

Very Respectfully,

David I. Maurstad
Regional Director, FEMA Region VIII
Department of Homeland Security

Larry E. Trujillo, Sr.
Regional Administrator
General Services Administration



LETTER OF INTENT - PARTICIPANT COOP 04 TABLETOP EXERCISE

REQUESTED BY: DFEB/ESPC, Tabletop Design Group

PROJECT TITLE: Denver Federal Executive Board Continuity of Operations Plan (COOP)
Tabletop Exercise

PROJECT TIME PERIOD: August 11, 2004 8:00 a.m. – 2:00 p.m.

PROJECT DIRECTORS:

Mr. Ken Hudson
Program Coordination Branch
FEMA Region VIII
(303) 235-4658

Mr. Lawrence D. Grandison Jr.
Executive Director
Denver Federal Executive Board
(303) 676-7009

If you intend to participate please complete the information request below, sign and return this document to the DFEB office no later than **June 30, 2004**.

1. PARTICIPANT'S NAME: _____

TITLE: _____

PHONE: _____

E-MAIL ADDRESS: _____

2. PARTICIPANT'S NAME: _____

TITLE: _____

PHONE: _____

E-MAIL ADDRESS: _____

3. PARTICIPANT'S NAME: _____

TITLE: _____

PHONE: _____

E-MAIL ADDRESS: _____

Signature of Agency Leader: _____ **Date:** _____

Fax to: DFEB, Attn: Larry Grandison, 303-676-6666

Continuity of Operations Preparedness Survey

(Draft Version 4)

May 3, 2004

1. Who is the local Continuity of Operations (COOP) Planning Coordinator for your organization?

Name: _____

Phone: _____

Email: _____

2. When was your COOP Plan last revised and distributed? _____

3. Does your COOP Plan address your organization's essential functions and activities as specified in Federal Preparedness Circular (FPC) 65 - "Federal Executive Branch Continuity of Operations (COOP)"?

- ☐ Yes
- ☐ Partially
- ☐ No

4. Does your COOP Plan outline a decision-making process (e.g. Decision Tree) for deciding whether to implement provisions of the COOP Plan?

- ☐ Yes
- ☐ No

5. Has a roster of fully trained and properly equipped key personnel with the authority to perform essential functions and activities been established?

- ☐ Yes
- ☐ No

6. Have procedures been established for employee advisories, alerts, and COOP Plan activation, with instructions for relocation to pre-designated facilities, with and without warning:

During Duty Hours: ☐ Yes ☐ No

Non-Duty Hours: ☐ Yes ☐ No

7. Have procedures been established to provide reliable personnel accountability throughout the duration of the emergency?

- ☐ Yes
- ☐ No

8. To what degree would your organization attain operational capability within 12 hours of an event that required COOP?

- ☐ Full and unrestricted support to internal and external customers
- ☐ Limited, mission-critical support to our internal and external customers
- ☐ Some services are available, but we cannot fill all critical needs
- ☐ We would not yet be operational at the 12-hour point
- ☐ Other description: _____

9. Does your COOP Plan detail procedures to acquire resources necessary to sustain operations for up to 30 days?

- ☐ Yes
- ☐ No

10. Do you have an alternate work site ("COOP Facility") under contract, or designated through a Memorandum of Agreement (MOA) with another agency / COOP partner?

- ☐ Yes
- ☐ No

11. Have you tested the viability of all your alternate work sites / COOP Facilities through actual activation and operation during an exercise or drill?

- ☐ Yes
- ☐ No

12. What location best describes your primary COOP facility:

- ☐ Downtown Denver (area south of I-76, east of I-25, north of Evans, west of Quebec)
- ☐ Northwest Metro, including Boulder
- ☐ East Metro, including Aurora
- ☐ West Metro, including DFC, Golden, Lakewood
- ☐ South Metro, including DTC
- ☐ Elsewhere in Colorado
- ☐ Outside Colorado

13. What types of COOP exercises have you conducted and when?

<u>Exercise Type</u>	<u>Last Conducted</u>	<u>Next Scheduled</u>
<input type="checkbox"/> Orientation	_____	_____
<input type="checkbox"/> Drill	_____	_____
<input type="checkbox"/> Tabletop	_____	_____
<input type="checkbox"/> Functional	_____	_____
<input type="checkbox"/> Full Scale	_____	_____